
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

October 2, 2015

ADMINISTRATIVE BRANCH MANAGER—(Franklin County – Central Office/Victim Services)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have five years of professional administrative experience. A master's degree in public or business administration or a related field will substitute for one year of the required experience. Additional administrative or research experience will substitute for the required education on a year-for-year basis.

ASSISTANT DIRECTOR—(Franklin County – KY Correctional Industries)—Grade 17—(\$3908.94 - \$5178.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have four years of administrative or management experience. A master's degree will substitute for one year of the required experience. Additional administrative, management or research experience will substitute for the required education on a year-for-year basis.

CORRECTIONAL SERGEANT – (Lyon County – Kentucky State Penitentiary) Grade 10—(\$2500 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

MAINTENANCE SUPERVISOR— TWO Positions—(Lyon County—Kentucky State Penitentiary)—Grade 9—(\$1945.50 - \$2577.30) MINIMUM REQUIREMENTS: Must have three years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Lyon County – Western KY Correctional Complex) Grade 8—(\$17686.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Lyon County – Ross Cash Center) Grade 8—(\$17686.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Boyd County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Bullitt County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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(continued)**

October 7, 2015

PROBATION AND PAROLE OFFICER- TWO Positions-(Jefferson County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- TWO Positions-(McCracken County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Simpson County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Warren County– Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Whitley County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)
MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.